**JOB DESCRIPTION**

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| **JD Unique ID** | 78499 |
| **Job Title** | Field Technical Officer |
| **Company/Employer** | Self Help Africa |
| **Location** | Kano State |
| **Contract type** | Fixed term contract, full-time (local recruitment) |
| **Period** | 12 months |
| **Remuneration** | ₦6.5m to ₦8.8m annual gross |
| **Reports to** | Programme Coordinator |
| **Organisation Overview** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changingWorld.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Project Description** | SHA has been appointed by a group of researchers led by the University of Berkeley (UCB) to conduct a study financed by Give Well, on chlorination devices that can ensure year-round access to safe and treated potable water and enhance the health outcomes of rural populations in Cross River and Kano States.It will be a random control trial where different in line chlorination devices will be installed on piped water schemes among 20 communities in each state and compare with another 20 communities. So, the objective will be to determine user acceptability and uptake of chlorine and evaluate the effect of the intervention on water quality and water source in the 40 communities of intervention and compare to the other 40. By focusing on improving the quality of drinking water in these communities, the project will implement regular testing and treatment protocols to ensure safety and compliance with health standards.It aligns with SHA’s goal of ensuring safe water and access to reliable services for water and sanitation and the research will be conducted in parallel of other programmes of SHA looking at system strengthening and building capacities of local actors. One component is looking at establishing professional services for delivering a sustainable access to safe water. This includes sensitizing water users on the importance of paying for water services and encouraging them to move from a repair approach to a more proactive and preventive one. It also relies on building the capacities of local area mechanics (LAMs) and maintenance service providers. SHA is also working in close collaboration with WASH institutions to improve the monitoring of performance of water service providers and access to water. The project also emphasizes community involvement by strengthening the financial management skills of community members, ensuring transparent governance and long-term sustainability of water infrastructure. Through this integrated approach, the initiative aims to deliver lasting improvements in public health and water service reliability in underserved rural areas. |
| **Job Purpose** | The Field Technical Officer will play a critical role in the effective implementation of a rural water supply project aimed at improving child health through sustained access to potable, treated drinking water. The Officer will be responsible for supporting the timely delivery of project activities at the Local Government Area (LGA) level, including technical oversight, team coordination, stakeholder engagement, capacity building, monitoring and evaluation, financial planning, and reporting.This position requires a solid understanding of Water, Sanitation, and Hygiene (WASH) systems, with specific experience working in rural contexts. The Officer will collaborate closely with Local Area Mechanics (LAMs), LGA WASH units, and state-level RUWATSSA teams to promote preventive maintenance models and transition from reactive to planned service delivery approaches. The role will involve monitoring the quality of services delivered by LAMs, ensuring regular chlorine refills, and tracking water point functionality.A key component of the role includes supporting community capacity strengthening to enhance transparency and accountability, as well as preparing for a shift from a purely Community-Based Management (CBM) model toward sustainable service provision through Service Level Agreements (SLAs). The Field Technical Officer will report to the project coordinator and work in close coordination with the Head of Programmes, bringing a proactive mindset, strong analytical skills, and the flexibility to adapt implementation strategies based on ongoing learning and field realities. |
| **Key Responsibilities** | * Plan, design and ensure delivery of project activities at the state and LGA level in line with the Project scope of work and Self Help Africa Operations Guideline
* Coordinate with project stakeholders at the State and LGA level including local government, WASH Department/Unit, local Area Mechanics (LAMs), WASHCOMs and other stakeholders.
* Monitor and ensure planned activities are implemented at the LGA level as per project’s design and budget allocations.
* Provide strategic and technical support to partners (WASH Unit and LAMs) – including in terms of M&E capacities, to community partners (WASHCOMs), and other stakeholders to ensure on-time implementation of project activities at LGA level.
* Ensuring quality of delivery: proper evaluation of needs, proper rehabilitation of water points, proper organization of workshops and implementation of what will be agreed during workshop, promotion of preventative approach and support to stakeholders for professional maintenance services
* Support in the development/identification of training modules SBCC (Social Behavior Change Communication), (Information, Education and Communication) and promotional materials.
* Provide support to MEAL team for the tracking and monitoring of progress, data collection, database administration, documentation of the project’s impacts and results, and M&E related support at the LGA level as required.
* Conduct regular visits to fields, documentation on field activities including project’s impacts and results, and submit reports to line manager timely.
* Ensure health safety and security measures during facilitation of activities at field level.
* Other duties as assigned by the line manager and the Country Director.

**Specific duties and responsibilities:****Planning and implementation** * Prepare and implement activity plans at the LGA level keeping coherent link with the project scope of work and budget.
* Support to develop participatory assessment tools to inform implementation and training strategies.
* Support Project team in the review of the project scope of work regularly and update in accordance with learnings, stakeholder input and consultation with project team.

**Networking and coordination*** Conduct in-person outreach with partners at the LGA level, project stakeholders, Local Technicians, WASHCOMs, and community leaders.
* Provide strategic and technical support to field teams in building and maintaining cohesive coordination with the local government authorities.

**Strengthening and capacity building of Local Technicians and WASHCOM Groups*** Support Project stakeholders at the LGA level, and WASH Unit in developing training guide to facilitate WASH activities in the communities.
* Provide technical support to field teams in designing and conducting capacity building activities for Local Technicians and WASHCOMs as per capacity development plan.

**Monitoring, reporting and documentation*** Provide support and work with MEAL officer, MEAL Coordinator in tracking of activity progress, timely collection of quantitative and qualitative information from the fields through coordination with field teams, and other counterparts, when required.
* Support the MEAL teams efforts to document the project’s achievements, results, learnings and impacts.
* Provide weekly updates and monthly reports as per the approved format summarising the progress made in implementing activities, lessons learnt, and recommendations for improvement.
* Support periodic/schedule coordination and project progress review meetings with the LGA level field team members, and relevant stakeholders.

**Transparency, Compliance and safeguarding*** Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.
* Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
* Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities and contribute to the protection of program participants at the LGA level.

**Accountability** In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS), the job holder will: * actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E).
* work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed.
* work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.
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| **Key Relationships** | **Internal:** Programme, Monitoring, Evaluation & Learning, Finance & Admin, Procurement, HR & Admin, Security and Communications teams.**External**: LGA WASH Unit and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Educational qualifications and requirements*** University degree in Water & Sanitation Engineering, Geology, Rural Development, Public Health, Social Sciences or any field related to WASH
* ICT skills, and proficient in using MS Office.
* At least 4 years’ working experience with INGO/NGO in a similar or equivalent position.
* Knowledge of mWater, Kobo and other monitoring tools used by Government (WASH IMS) is required.

**Experience and Skills*** Experience in the field of WASH systems strengthening, Village Level Operations and Maintenance (VLOM).
* Strong expertise in hand pump maintenance and rehabilitation
* Experience in development of high standard SBCC and IEC material, training module, and promotional material.
* Experience in community development especially empowerment and leadership development of community groups.
* Proven experience with project requiring strong M&E.
* Experience in working with culturally diverse teams.
* Excellent interpersonal skills.
* Ability to work under pressure.
* Effective communication, problem solving and decision-making skills.
* Understanding of WASH service delivery models.
* Understanding of Village Level Operation and Maintenance (VLOM).
* Monitoring and evaluation.
* Communication, networking, facilitation and community mobilisation.
* Reporting and documentation.

**Desirable** **•** Gender and intercultural sensitivity **•**  Positive outlook and team spirit **•**  Adaptable and responsive disposition relative to the demands of the task.**Language Requirements:** Excellent written and oral proficiency in English and relevant local language (Hausa) is required. |

**Application Procedure:**

Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position

The deadline for this application is **23rd July 2025.** You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer**